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Linda McCulloch
Superintendent

August 26, 2004

To: School Superintendents, District Clerks, and County Superintendents

From: Madalyn Quinlan, Chief of Staff

Subject: Preparations for the Annual Data Collection

This e-mail is to update you on a number of details related to the OPI Annual Data Collection (ADC) for 2004. Please be sure to forward this message to the persons in your district and schools who are responsible for preparing and submitting your district and school data through the ADC.

Accessing the Annual Data Collection

- To access OPI's Internet Reporting and Information System (IRIS), you will need to use the User Name and password that the Office of Public Instruction mailed to your district in mid-June. If you have misplaced your passwords, you may request a new copy. OPI will send the replacement copy by mail to the district office. We will <u>not</u> e-mail your password information. To request a new copy, call the OPI Help Desk at 406-444-3448.

Training for the Annual Data Collection

- OPI has scheduled hands-on training for New Users at four locations in September. The trainings will be held from 9 a.m. to 12 noon.

September 10	Helena, OPI Training Room, 1227 11th Avenue
September 13	Malta High School, South 9th Street W
September 14	Billings Senior HS, 425 Grand Avenue, Room 204
September 15	Butte High School, 401 S Wyoming

To register on-line for the New Users Training, go to
http://www.opi.state.mt.us/RegForms/ADCTraining/ADCTraining.html

- For users who are familiar with the Annual Data Collection data and formats, OPI will offer video-on-demand training. You will be able to watch this training from your computer at your convenience. The video training will be available by September 10 at **http://www.opi.state.mt.us/adc/Index.html.** If you do not already have QuickTime software on your computer, you will need to download QuickTime to view the video

training. Instructions will be provided on the OPI website for accessing the video training.

New Report Forms for 2004-2005
Please be aware that several new report forms have been added to the Annual Data Collection this year. These include
- Five Year Comprehensive Plan Effectiveness Report
- Indian Education for All
- Distance Learning
- Alternative Education Programs
- **Disaggregated Enrollment and Attendance**
- Technology Use Report
- Testing Coordinator Contact Information

Please take note of the Disaggregated Enrollment and Attendance data collection. For the first time, OPI is asking school districts to report student enrollment and attendance by the same disaggregation categories or subgroups that are used for reporting under No Child Left Behind. In addition to reporting enrollment by grade, gender and race/ethnicity (as you have in the past), you will be asked to further disaggregate by reporting the number of students with disabilities, students eligible for Free & Reduced Lunch, migrant students, and Limited English Proficient students. This fall, schools will continue to report total enrollments into the MAEFAIRS system. The fall enrollment count you report in the MAEFAIRS system will need to be submitted to OPI before you submit the disaggregated enrollment totals. The totals reported by grade between the two systems will be required to match.

Improved Performance of the ADC Electronic System
OPI has made a concerted effort to improve the speed and performance of the Annual Data Collection programs for 2004. OPI software development staff has redesigned the programs and database queries. We think that you will be pleased with the results. The redesigned system runs faster with fewer processing steps. In addition, OPI network staff has provided a way to save all ADC reports as PDF files, thereby eliminating the need to print over the Internet. Reports saved on your computer can be printed locally or e-mailed to others.

We appreciate the time and effort that your district staff invests in reporting to the Office of Public Instruction through the Annual Data Collection. We also understand that this is no small task. We do our best to be available to school personnel to assist you in this reporting requirement. If you have any comments or suggestions to help us improve our service to schools, please contact me at **mquinlan@state.mt.us**.